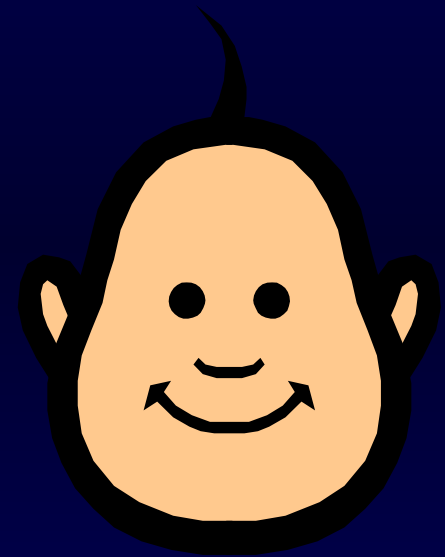


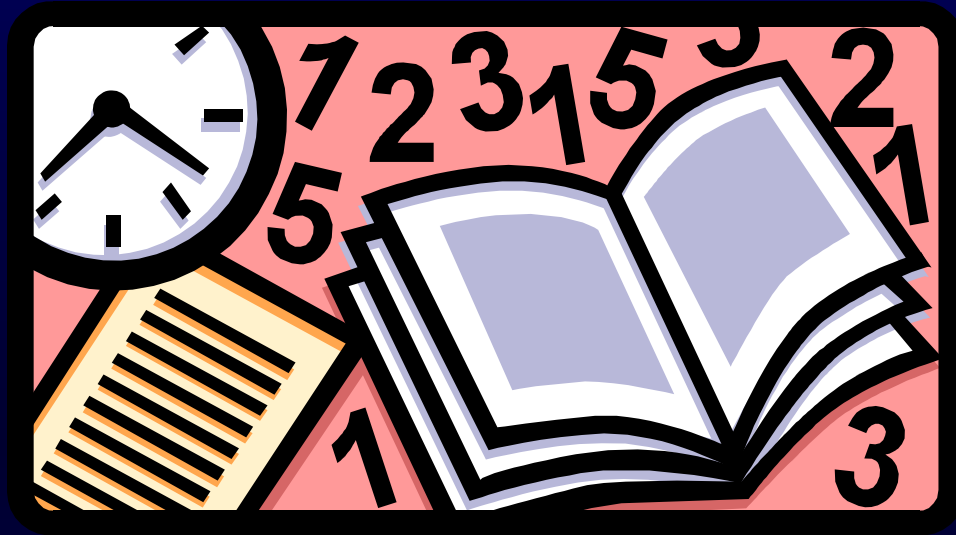
CYMS Hourly Reservations

This tutorial will cover the following processes:

1. How to create slots to reserve
2. How to make reservations
3. How to view reservations/print a reservation report
4. How to cancel reservations
5. How to adjust minimum/maximum counts after slots have been created



Hourly Reservations - Creating Slots



Before reservations can be made, time slots must be created.

Court Slot Generator creates those time slots.

PATH: Period End – Court -- Court Slot Generator.

Hourly Reservations - Creating Slots

Hint:
To make a calendar appear, right click in any date field

Right click for your **Beginning and Ending "Court"** - the list that appears will show hourly care locations that have been set up in CYMS.

Since maximum counts are usually different for each age group, you would create slots for each court separately.

Type in the **Date Range** and **Time Range**.

Note:
Most people create slots for several months at a time.

Hourly Reservations - Creating Slots

Toggle which **days** you wish slots to be generated and type in dates you wish to **skip** (holidays)

CYMS Demo Rel 9.5a1i Period End 02/25/2003 CYS

Func Global Activity Facility Pass League POS Rent Court Lock Trip Accdnt System Golf CYS PT

Court Slot Generator

Beginning Court HRLY 247 IN/HR Infants Hourly @ CDC

Ending Court HRLY 247 IN/HR Infants Hourly @ CDC

Beginning Date 02/01/2003 Ending Date 05/30/2003

Beginning Time 06:30 Ending Time 18:00

Rsv'n Hrs/Min / 15 Max Booking Count 5

Reservation Days ☒ Mo ☒ Tu ☒ We ☒ Th ☒ Fr ☐ Sa ☐ Su

Skip Dates

05/26/2003	///	///	///	///	///
///	///	///	///	///	///
///	///	///	///	///	///

Generate Exit

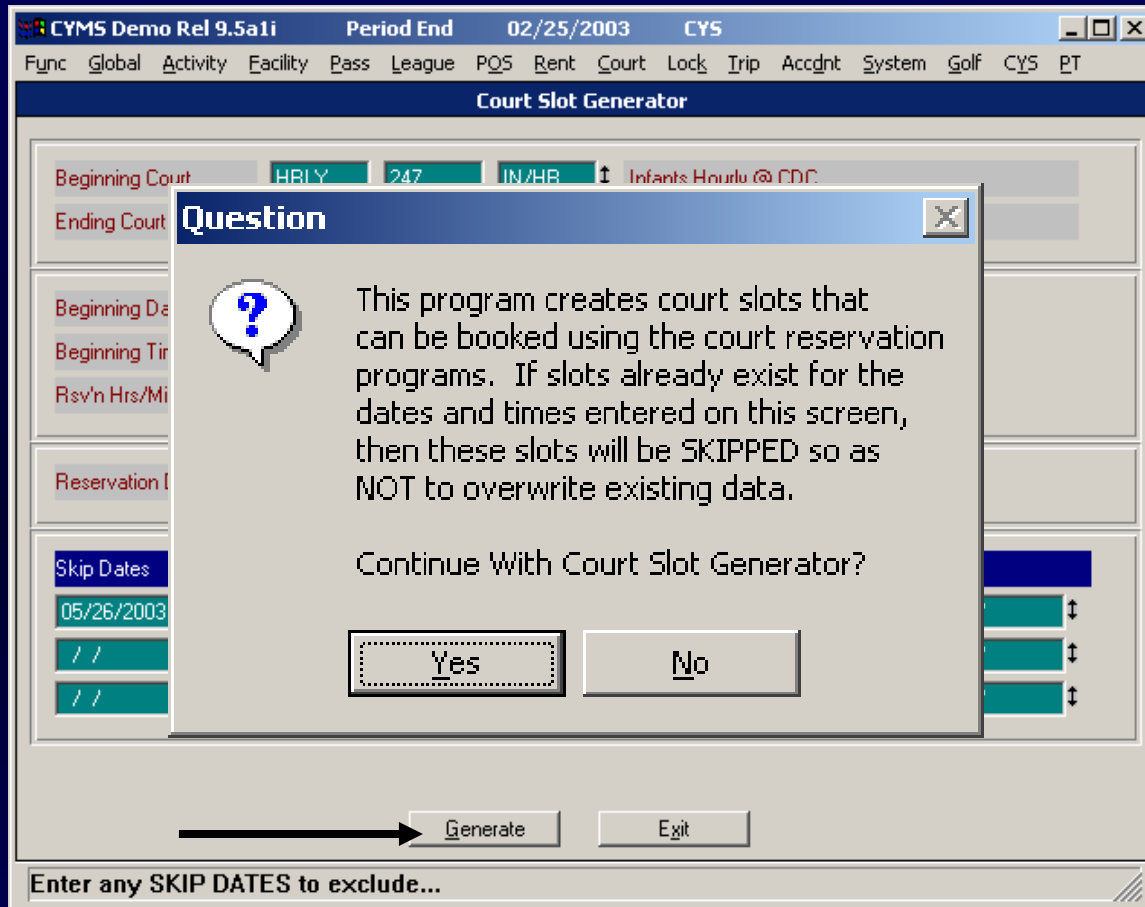
Enter any SKIP DATES to exclude...

Enter the number **slots** available in this room

Define in **minutes** how far apart you wish the slots to be made.

Example: If you allow people to make reservations for 1 hr and 15 minutes, you should type in **15** to establish 15-minute time blocks (30 min and 1 hr 0 min are also common entries)

Hourly Reservations - Creating Slots



Click **Yes**
at the
message

Basically
it says it
won't
overwrit
e slots
that are
already
booked

Click **Generate**

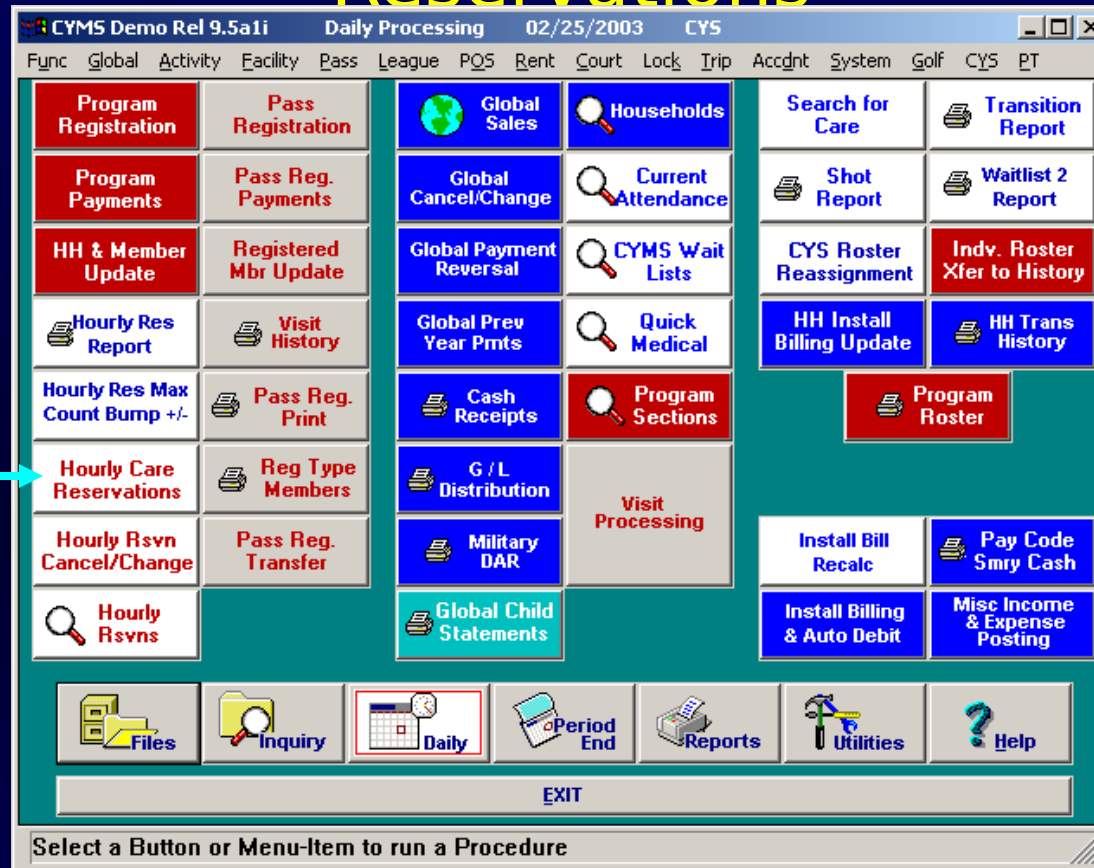
Hourly Reservations - Creating Slots



- Repeat the slot generation process for all other age groups / courts you have.
- Pay close attention to the Max Booking Count since it is usually different for age groups /classrooms.

When all slots have been created, you are ready to begin making hourly reservations!

Hourly Reservations - Making Reservations



To make an hourly reservation, click the **Hourly Care Reservations** button

Hourly Reservations - Making Reservations

CYMS Demo Rel 9.5a11 Period End 02/25/2003 CYS

Func Global Activity Facility Pass League POS Rent Court Lock Trip Accdnt System Golf CYS PT

Express Court Reservations

Infant - Monday (02/24/03)	Multi - Monday (02/24/03)
Infant - Tuesday (02/25/03)	Multi - Tuesday (02/25/03)
Infant - Wednesday (02/26/03)	Multi - Wednesday (02/26/03)
Infant - Thursday (02/27/03)	Multi - Thursday (02/27/03)
Infant - Friday (02/28/03)	Multi - Friday (02/28/03)

<< Prev Week Calendar Next Week >> Exit

Each **column** of buttons represents an **age group**.

This base takes Infant and Multi-Age reservations

Prev Week: Moves the dates on your buttons back one week.

Next Week: Advances the button dates forward one week.

Calendar: Pops a calendar and lets you change your

Hourly Reservations - Making Reservations

Click
the
correct
day in
the
Infant
column
n

The screenshot shows a software window titled "CYMS Demo Rel 9.5a11" with a menu bar containing "Func", "Global", "Activity", "Facility", "Pass", "League", "POS", "Rent", "Court", "Lock", "Trip", "Accdnt", "System", "Golf", "CYS", and "PT". The main title is "Express Court Reservations". Below this is a grid of reservation options. The grid has two columns: "Infant" and "Multi". The rows represent days of the week from Monday (02/24/03) to Friday (02/28/03). The "Infant - Tuesday (02/25/03)" option is highlighted with a black arrow. At the bottom of the window are buttons for "<< Prev Week", "Calendar", "Next Week >>", and "Exit".

Infant	Multi
Infant - Monday (02/24/03)	Multi - Monday (02/24/03)
Infant - Tuesday (02/25/03)	Multi - Tuesday (02/25/03)
Infant - Wednesday (02/26/03)	Multi - Wednesday (02/26/03)
Infant - Thursday (02/27/03)	Multi - Thursday (02/27/03)
Infant - Friday (02/28/03)	Multi - Friday (02/28/03)

Let's say a parent needs to book time for an
infant

today (Tues, 2/25/03)

from 8:00-10:30

Hourly Reservations - Making Reservations

Grey Boxes
=
Multi-Select
Boxes

Infant - Tuesday (02/25/03)

Time	Activity	Reserve	Head Count
06:30	Infants Hourly	☐	5
06:45	Infants Hourly	☐	5
07:00	Infants Hourly	☐	5
07:15	Infants Hourly	☐	5
07:30	Infants Hourly	☐	5
07:45	Infants Hourly	☐	5
08:00	Infants Hourly	☐	5
08:15	Infants Hourly	☐	5
08:30	Infants Hourly	☐	5
08:45	Infants Hourly	☐	5
09:00	Infants Hourly	☐	5
09:15	Infants Hourly	☐	5
09:30	Infants Hourly	☐	5
09:45	Infants Hourly	☐	5
10:00	Infants Hourly	☐	5
10:15	Infants Hourly	☐	5
10:30	Infants Hourly	☐	5
10:45	Infants Hourly	☐	5

☐ Display Booked Slots

Head Count

Use Code

Reserve Resy. & Back << Add. Dates << Back Exit

Note

This is how many children can **still be booked** for each time slot

Click and drag in the Multi-Select Boxes.

To make a reservation from **8:00-10:30**, the last block of time that needs to be highlighted is the **10:15 block**

Hourly Reservations - Making Reservations

Select another day.

Don't forget to use **Prev**, **Next** or **Calendar** to change dates on your buttons

CYMS Demo Rel 9.5a1i Period End 02/25/2003 CYS

Func Global Activity Facility Pass League POS Rent Court Lock Trip Accdnt System Golf CYS PT

Infant - Tuesday (03/04/03)

06:30	Infants Hourly	5
06:45	Infants Hourly	5
07:00	Infants Hourly	5
07:15	Infants Hourly	5
07:30	Infants Hourly	5
07:45	Infants Hourly	5
08:00	Infants Hourly	5
08:15	Infants Hourly	5
08:30	Infants Hourly	5
08:45	Infants Hourly	5
09:00	Infants Hourly	5
09:15	Infants Hourly	5
09:30	Infants Hourly	5
09:45	Infants Hourly	5
10:00	Infants Hourly	5
10:15	Infants Hourly	5
10:30	Infants Hourly	5
10:45	Infants Hourly	5

☐ Display Booked Slots

Head Count

Use Code

Don't Touch

Reserve Resy. & Back << Add. Dates << Back Exit

Then click the correct day...

..And select more time

If the customer wants to book more time, click **Add Dates**.

Hourly Reservations - Making Reservations

CYMS Demo Rel 9.5a1i Period End 02/25/2003 CYS

Func Global Activity Facility Pass League POS Rent Court Lock Trip Accdnt System Golf CYS PT

Family Member Listing					
Fam Member Name	Birthday	Gender	Primary Guardian	Partial Address	Res Flag
Messier, John		Male	Jones, John		Yes
Messier, John		Male	Messier, John	83457 Howdee Doodee Ave	Yes
Messier, Kathy		Female	Messier, John	83457 Howdee Doodee Ave	Yes
Messier, Petra	09/12/2002	Female	Messier, John	83457 Howdee Doodee Ave	Yes
Messier, Sara	08/01/2001	Female	Messier, John	83457 Howdee Doodee Ave	Yes
Military, Jim		Male	Military, Jim		Yes
Montoya, Inigo		Male	Montoya, Inigo	2 Princess Bride Lane	Yes
Montoya, Minnie	07/10/1993	Female	Montoya, Inigo	2 Princess Bride Lane	Yes
Montoya, NO		Female	Montoya, Inigo	2 Princess Bride Lane	Yes
Montoya, Unborn		Male	Montoya, Inigo	2 Princess Bride Lane	Yes
Montoya, Wesley	06/05/2002	Male	Montoya, Inigo	2 Princess Bride Lane	Yes
Moore, David		Female	Moore, Janey	49 Abe St	Yes
Moore, Elizabeth	09/04/2000	Female	Moore, Janey	49 Abe St	Yes
Moore, Janey		Male	Moore, Janey	49 Abe St	Yes
Musinger, Chance	07/15/2001	Female	Musinger, Jerry	458 Persnickety Lane	Yes
Musinger, Deborah		Female	Musinger, Jerry	458 Persnickety Lane	Yes
Musinger, Jerry		Male	Musinger, Jerry	458 Persnickety Lane	Yes
Mutton, Mary Ann		Female	Mutton, Merlin	12 Sheep St	Yes

← →

→ Select Details Exit

And link
the
reservation to the
child NOT
the parent.

Hint:
Children
on the list
have
birthdays
displayed

To finish, click Reserve or Reserve & Back

Important

Lookup
by Family
Member

Then
click
Select
to
finish

Hourly Reservations - Making Reservations



And that's it!

You just made an hourly reservation in
CYMS

Making Reservations - Key Points

1. Link the reservation to the **child** not the **sponsor or spouse**
2. Remember, if you want to book time from 8:00-**9:00** and you are using 15 minute blocks the **last block** you should highlight is **8:45**
3. Reservations for **multiple kids** in the same household need to be made **separately** --- do not use the Headcount!
4. If you change the dates on the buttons, make sure you **change them back** for the next reservation
5. No **double booking!**

[illegible]

To view Reservations, click the
Hourly Reservations button

Hourly Reservations - Inquiry

02/25/2003 Schedule for HRLY-247-IN/HR

Beg Time	End Time	Status	Rsv Holder(s)
06:30	06:45	Open Time Slot	
06:45	07:00	Open Time Slot	
07:00	07:15	Open Time Slot	
07:15	07:30	Open Time Slot	
07:30	07:45	Open Time Slot	
07:45	08:00	Open Time Slot	
08:00	08:15	4 Slots Avail	[1: Petra Messier(1)]
08:15	08:30	4 Slots Avail	[1: Petra Messier(1)]
08:30	08:45	4 Slots Avail	[1: Petra Messier(1)]
08:45	09:00	4 Slots Avail	[1: Petra Messier(1)]
09:00	09:15	4 Slots Avail	[1: Petra Messier(1)]
09:15	09:30	4 Slots Avail	[1: Petra Messier(1)]
09:30	09:45	4 Slots Avail	[1: Petra Messier(1)]
09:45	10:00	4 Slots Avail	[1: Petra Messier(1)]
10:00	10:15	4 Slots Avail	[1: Petra Messier(1)]
10:15	10:30	4 Slots Avail	[1: Petra Messier(1)]
10:30	10:45	Open Time Slot	

OK << Calendar Exit

To view a
different
day, click
Calendar

Click the **number** of the day you wish
to view reservations on

Hourly Reservations - Inquiry

CYMS Demo Rel 9.5a1i Period End 02/25/2003 CYS

Func Global Activity Facility Pass League POS Rent Court Lock Trip Accdnt System Golf CYS PT

HRLY-247-IN/HR (Infants Hourly) Schedule For ==> February, 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
UNCHED 2	OPEN 3	OPEN 4	OPEN 5	OPEN 6	PARTIAL 7	UNCHED 8
OPEN 9	PARTIAL 10	PARTIAL 11	OPEN 12	OPEN 13	OPEN 14	UNCHED 15
OPEN 16	OPEN 17	OPEN 18	OPEN 19	OPEN 20	OPEN 21	UNCHED 22
OPEN 23	OPEN 24	PARTIAL 25	OPEN 26	OPEN 27	OPEN 28	

<<Prev Crt < Prev Year <<Prev Mo New Date Next Mo>> Next Year > Next Crt>>

<< Court Listing Exit

Unsched means **no slots** have been created

Partial means **some time** has been **booked** on this day

Open means **no time** has been **booked** yet on this day

Hourly Reservations - Inquiry

CYMS Demo Rel 9.5a1i Period End 02/25/2003 CYS

Func Global Activity Facility Pass League POS Rent Court Lock Trip Accdnt System Golf CYS PT

HRLY-247-IN/HR (Infants Hourly) Schedule For ==> February, 2003

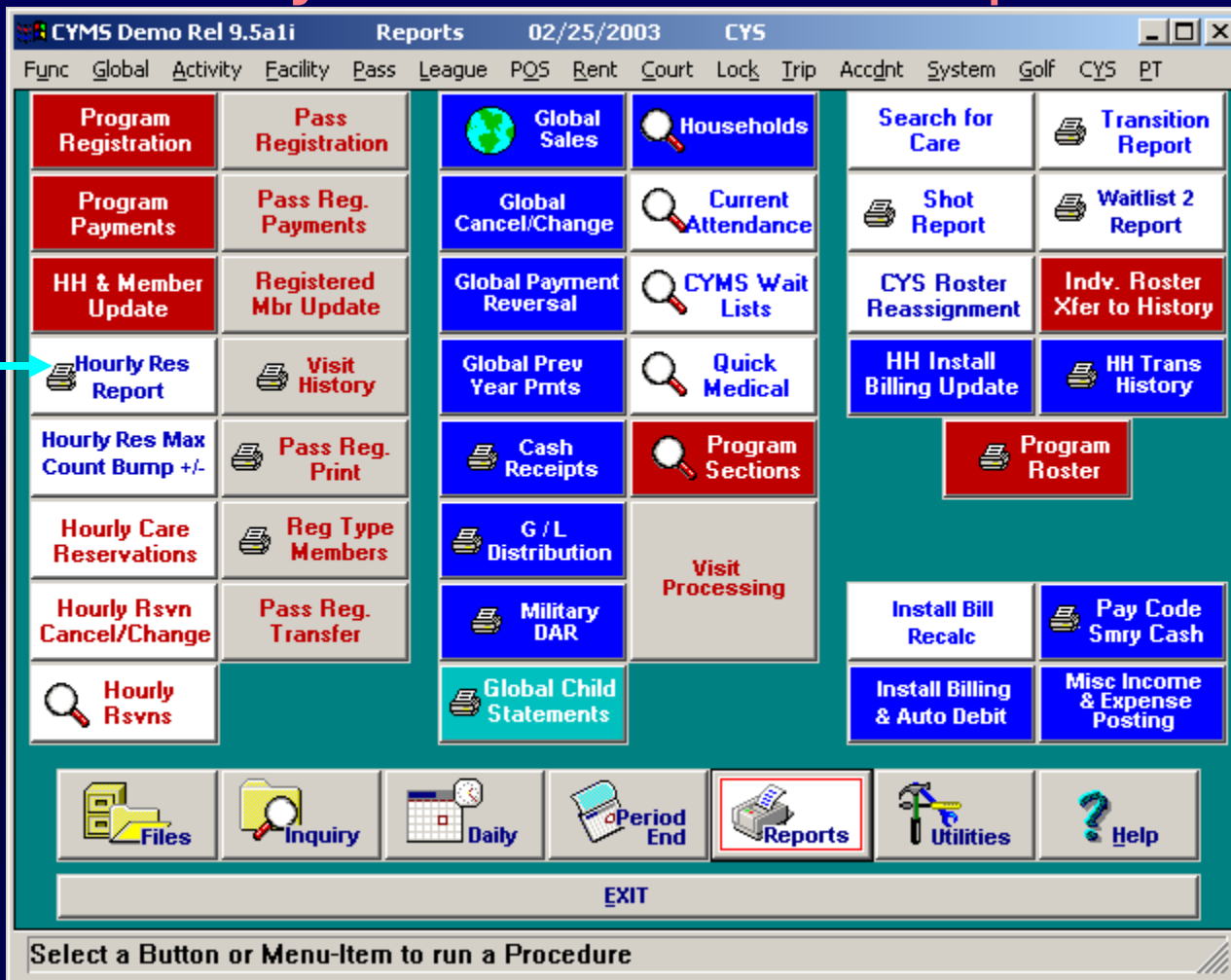
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 UNSCHED
2 UNSCHED	3 OPEN	4 OPEN	5 OPEN	6 OPEN	7 PARTIAL	8 UNSCHED
9 OPEN	10 PARTIAL	11 PARTIAL	12 OPEN	13 OPEN	14 OPEN	15 UNSCHED
16 OPEN	17 OPEN	18 OPEN	19 OPEN	20 OPEN	21 OPEN	22 UNSCHED
23 OPEN	24 OPEN	25 PARTIAL	26 OPEN	27 OPEN	28 OPEN	

<<Prev Crt < Prev Year <<Prev Mo New Date Next Mo>> Next Year > Next Crt>>

<< Court Listing Exit

These buttons take you from month to month, forward and back

Hourly Reservations - Report



To print a list of children who have reservations, click the **Hourly Reservation Report** button

Hourly Reservations - Report

Highlight
the
room(s)
you want
in the
Browser

Click
Print and
select
your
printer

Fac Type	Fac Loc	Facility ID	Description
HRLY	247	IN/HR	Infants Hourly
HRLY	247	PS/HR	PreSch Hourly
HRLY	247	PT/HR	PreTod Hourly
HRLY	247	TD/HR	Toddler Hourly

Facility ID Entries: 1 Clear Entries

Beg Type Wildcard Selection

Beg Location Wildcard Selection

Beg Facility Wildcard Selection

End Type Wildcard Selection

End Location Wildcard Selection

End Facility Wildcard Selection

☐ Range And Browser ☒ Browser Only

Date Rng 02/25/2003 Thru 02/25/2003

Sort By ☐ Date ☐ Name ☒ Time

☐ New Page/Sort?

☒ Print Reserved Slots Only?

Print Details >> Last Settings Default Settings Exit

Toggle
Browser
Only

Type in the **Date Range** you wish to
report on and how you want the report
to **Sort**

Hourly Reservations - Report

VSI Print / Preview

File Help

Print Select Printer Exit

"This document conforms to the privacy act of 1974: 10 USC 30 31"

CDC CYMS Demo Page:

Run Date: 02/25/03 CYMS RESERVATION REPORT User:

Run Time: 16:09

Beg Time	End Time	Date	Reservee	Loc	Type	ID	Age	Age Group	Home Phone	Work Pho
06:30	08:00	02/25/2003	Harrington, Kid	247	HRLY	IN/HR	1.2	2-PTOD1	(802)879-6993	(802)879-6
08:00	10:30	02/25/2003	Messier, Petra	247	HRLY	IN/HR	0.4	1-INF	(802)862-6369	(802)455-8
08:15	10:30	02/25/2003	Jessup, Alejandro	247	HRLY	IN/HR	4.4	4-PS	(802)862-1981	
12:30	14:00	02/25/2003	Allen, Travis	247	HRLY	IN/HR	2.5	3-TOD	(802)042-3823	

***** TOTAL SLOTS IN SELECTION RANGE ----- 230

***** TOTAL RESERVED SLOTS IN SELECTION RANGE --- 31 PCT USED: 13.48

***** TOTAL HEADCOUNT IN SELECTION RANGE ----- 31

SELECTION CRITERIA:

Print Reserved Courts Only? ==> yes

Date Range =====> 02/25/2003-02/25/2003

Printer: \\WSI_PDC\Support Laser using PCL 5e Font: ProFix 2 Font Size: 8.25 Lines/Page: 79 Pages: 2 File: c:\vsi\temp\report.CYS

The hourly reservation report can sort by name, time or date.

Hourly Reservations - Cancellations

The screenshot shows a software window titled "CYMS Demo Rel 9.5a1i" with a menu bar containing "Reports", "02/25/2003", and "CYS". Below the menu bar is a toolbar with buttons for "Func", "Global", "Activity", "Facility", "Pass", "League", "POS", "Rent", "Court", "Lock", "Trip", "Accdnt", "System", "Golf", "CYS", and "PT". The main area of the window is teal. In the center, there is a "Search Criteria" dialog box. This dialog box has a title bar "Search Criteria" and a light gray background. It contains four input fields: "Reservation Number" with a blue cursor, "Beginning Date" with a date picker icon, "Ending Date" with a date picker icon, and a checkbox labeled "Include Returned Rental Items". Below these fields are four buttons: "OK", "Name Lookup" (which is highlighted with a red rectangular box), "Today", and "Exit".

Then
click
Name
Looku
p

To Cancel an Hourly Reservation, click the Hourly Rsvn Cancel/Change button

Hourly Reservations - Cancellations

CYMS Demo Rel 9.5a1i Reports 02/25/2003 CY5

Func Global Activity Facility Pass League POS Rent Court Lock Trip Accdnt System Golf CY5 PT

Household Listing

Lookup Name	Organization	Primary Contact	Address	H/H I
Messier, John	John Messier	John Smith	83457 Howdee Dood	25448
Military, Jim	Jim Military	Jim Military		24847
Montoya, Inigo	Inigo Montoya	Inigo Montoya	2 Princess Bride Lan	9439
Moore, Janey	Janey Moore	Janey Moore	49 Abe St	899
Musinger, Jerry	Jerry Musinger	Jerry Musinger	458 Persnickety Lane	44444
Mutton, Merlin	Merlin Mutton	Merlin Mutton	12 Sheep St	23023
Poe, Jed	Jed Poe	Jed Poe	46 Raven's Cricle	28173
Ramirez, Julia	Julia Ramirez	Julia Ramirez	67 Buffard Drive	96587
Randle El, Antwaan	Antwon Randle El	Antwon Randle El	1528 Indigo Lane	51661
Scrooge, Victor	Victor Scrooge	Victor Scrooge	67 Marley Way	282
Sikes, Barry	Barry Sikes	Barry Sikes	28 Spring St	9222
Simon, Jeffrey	Jeffrey Simon	Jeffrey Simon	123 Jenkins Hill Roa	10466
Simpkins, Lenny	Lenny Simpkins	Lenny Simpkins	2128 Hardscrabble R	8993
Smarmy, Jerery	Smarmy Jerery	Jerery Smarmy		40983
Smith, Antwain	Antwain Smith	Antwain Smith	15 Super Bowl Cham	45454
Taylor, Terry	Terry Taylor	Terry Taylor	873 Overshoe Lane	4309
Templeton, David	David Templeton	David Templeton	154 Jenkins Hill Roa	10466
Thomas, Dave	Dave Thomas	Dave Thomas	12 Wendy's Lane	9326

Household ==> John Messier Current Bal: 84.50 Previous Bal: 90.00

Select Update Manl New Auto New <<Name Lookup

Lookup the household...

...and select it!

Hourly Reservations - Cancellations

Cancel HRLY:247:IN/HR @ 08:00 (20)

Cancellation Reason

Cancellation Code

Surcharge Amount 0.00

Surcharge Tax 0.00

Surcharge BillCode

Refund Amount 0.00

ProRate Refund - Charge Fees of \$0.00

☐ Entire Reservation/Multiple Dates

☐ Delete Record

OK Cancel

Use
Cancellation Reason
for any
notes!

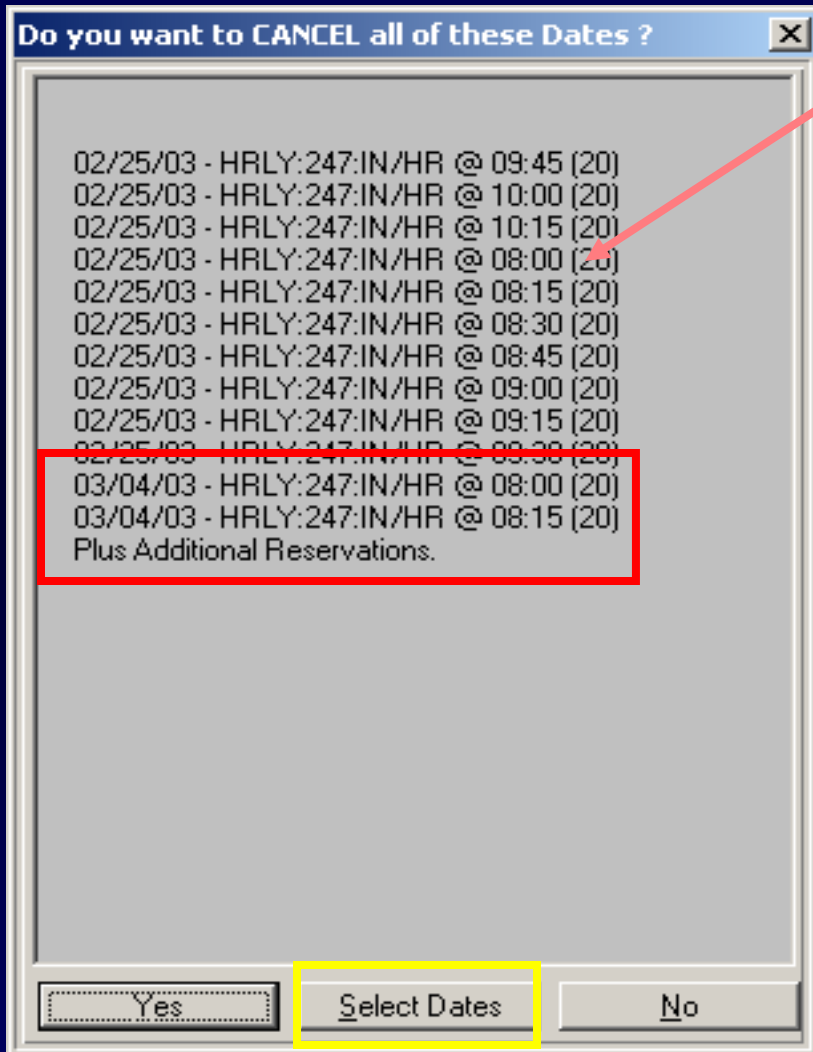
Click
**Entire
Reservation
/Multiple
Dates**

Then click
OK

Let's say this household wants to cancel
their entire 2/25 reservation

Highlight
any time
block from
the 2/25
reservation
and click
the **Cancel
/Void**
button

Hourly Reservations - Cancellations



IMPORTANT: Be careful here.

Notice there are other reservations for **other days** linked to the 2/25 reservation number (**#20**)

If you select Yes here you will cancel **all** of those reservations!!

Instead, click **Select Dates**

Hourly Reservations - Cancellations

If you toggle **Select All Dates**, the system assumes you want to cancel **all** the linked reservations. Only toggle this when applicable!

Transaction Description	Date	Net Fee	Fee Paid	Net Due
HRLY:247:IN/HR @ 10:00 (20)	02/25/2003	0.00	0.00	0.00
HRLY:247:IN/HR @ 10:15 (20)	02/25/2003	0.00	0.00	0.00
HRLY:247:IN/HR @ 08:00 (20)	02/25/2003	0.00	0.00	0.00
HRLY:247:IN/HR @ 08:15 (20)	02/25/2003	0.00	0.00	0.00
HRLY:247:IN/HR @ 08:30 (20)	02/25/2003	0.00	0.00	0.00
HRLY:247:IN/HR @ 08:45 (20)	02/25/2003	0.00	0.00	0.00
HRLY:247:IN/HR @ 09:00 (20)	02/25/2003	0.00	0.00	0.00
HRLY:247:IN/HR @ 09:15 (20)	02/25/2003	0.00	0.00	0.00
HRLY:247:IN/HR @ 09:30 (20)	02/25/2003	0.00	0.00	0.00
HRLY:247:IN/HR @ 08:00 (20)	03/04/2003	0.00	0.00	0.00

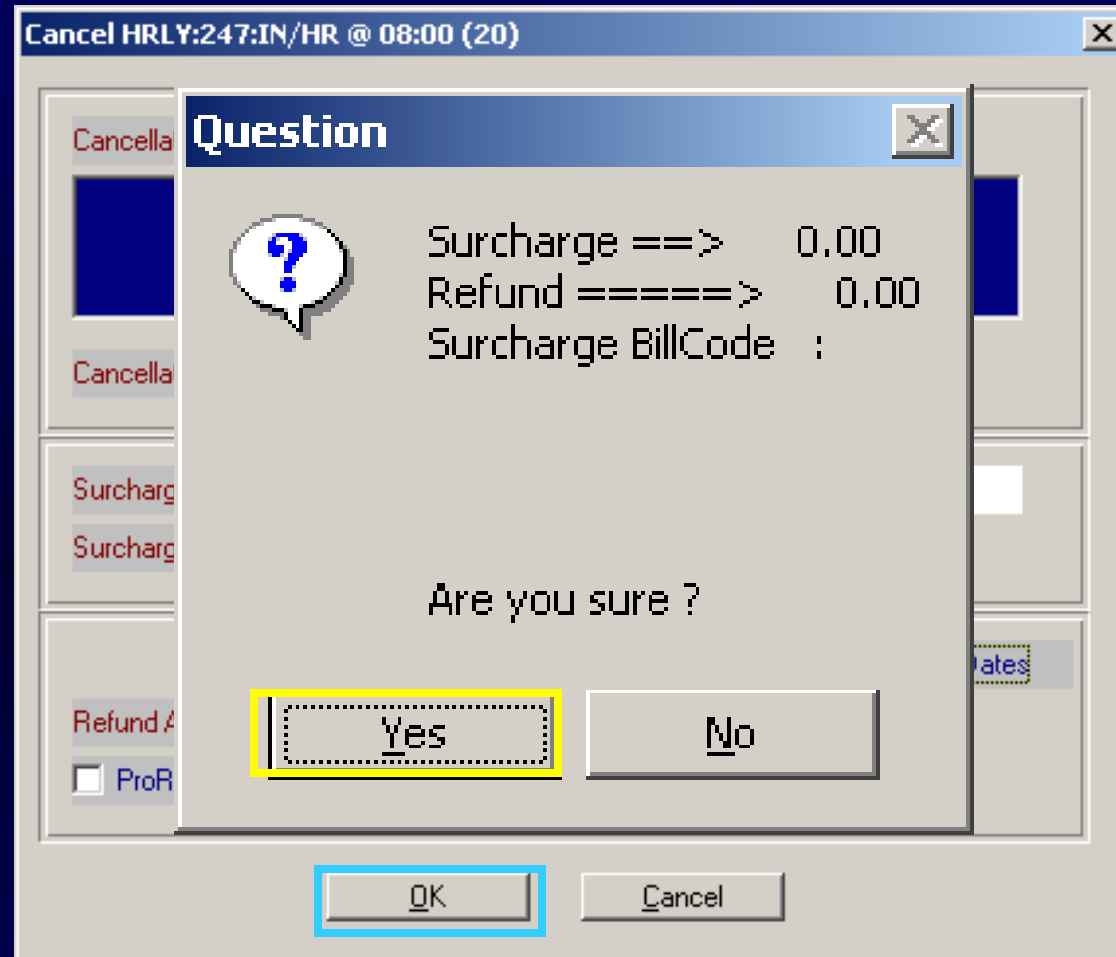
☐ Select All Dates

OK Cancel

Hold down the **CTRL Key** on your keyboard **and click** each time block you wish to cancel.

Be careful not to click any reservations that are linked to a **different date**.

Hourly Reservations - Cancellations



Click OK again...

...Then click Yes

Hourly Reservations - Cancellations

CYMS Demo Rel 9.5a1i Reports 02/25/2003 CYS

Func Global Activity Facility Pass League POS Rent Court Lock Trip Accdnt System Golf CYS PT

CR Payment Update For ==> John Messier

Prev Balance 0.00

New Fees 0.00

Net Amt Due 0.00

New Amt Paid 0.00

View Current Transactions View Previous Transactions

Total Paid 0.00

Pay Code 1 Check Auto-Apply

Pay Ref 1

Pay Ref 2

Pay User CYS

Pay Drawer 1 Pay Date 02/25/2003

Print Prt Options No Print Split Pmt Cancel

Click
Yes
through
the
messag
e

Then
Print or
No
Print to
Finish

If some days/time blocks show cancelled and they shouldn't, click **Cancel Changes** and start over.

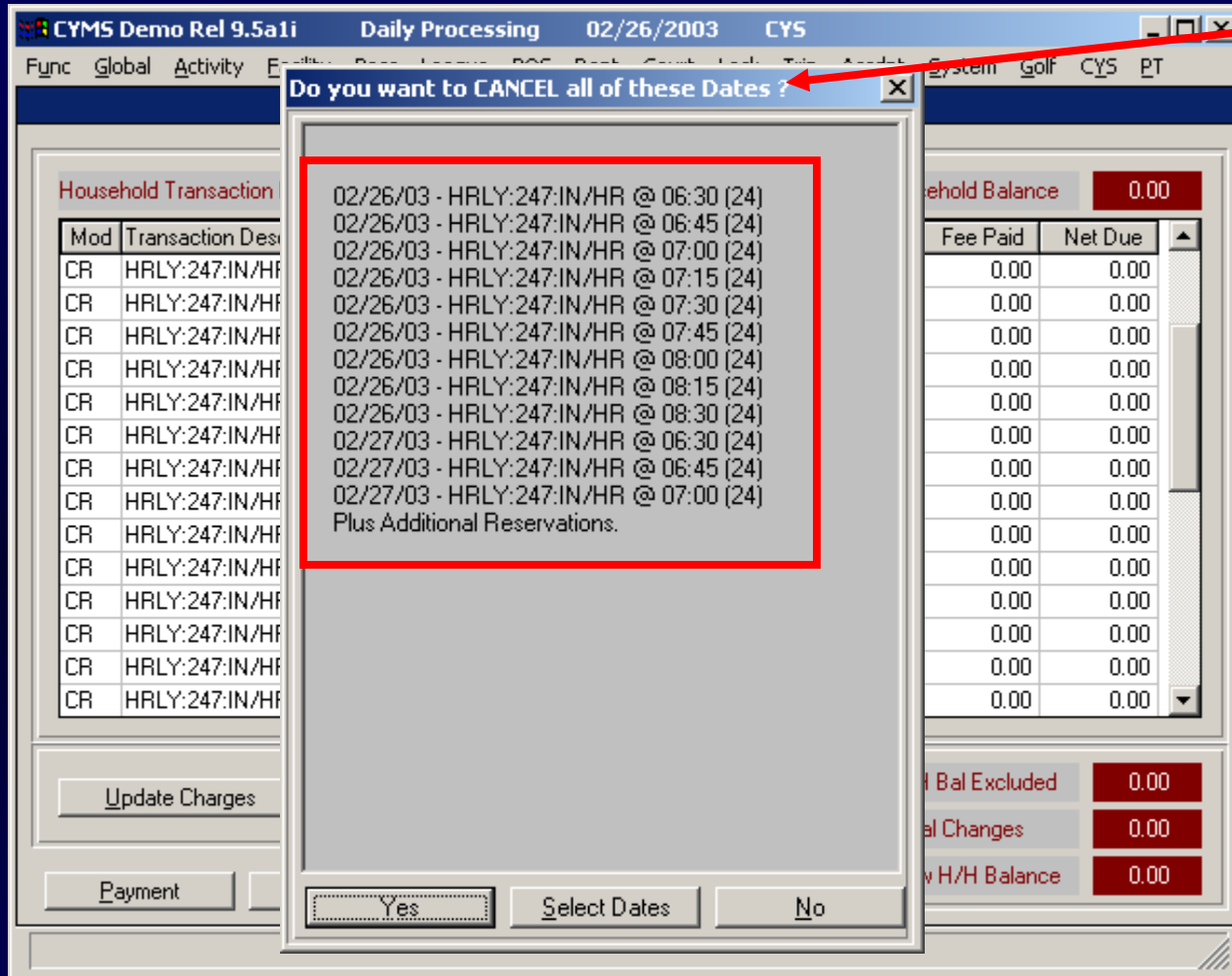
Otherwise click **Payment** to finish

Hourly Cancellations (Key Points)

- For every reservation, the system assigns a **Reservation #**. If a customer makes multiple reservations during the same phone call and the clerk uses the Add Dates option, the **same** number gets linked to **all** the reservations (even if they are on different days).
- Pay special attention when canceling reservations. If you click **Entire Reservation** the system searches for all reservations linked to the same Reservation # as the time block you highlighted. If not careful, you may inadvertently cancel other days/time blocks.
- Other than that, canceling reservations is quite

Hourly Cancellations (Key Points)

..means you
have
to be
careful
on
this
screen



One Reservation Number (24),
crossing multiple days, all linked...

Hourly Reservations - Max Count Adjustment

The **Court Maximum Count Adjustment** program is used to **increase or decrease the number of hourly slots** that were created during the Court Slot Generator process.

It changes your maximum booking count.

Path: Utilities – Court -- Court Max Count Adjustment

Hourly Reservations - Max Count Adjustment

Example:

During a normal week you are capable of taking 4 hourly infants. You created slots using the Court Slot Generator with a Max Booking Count of 4. But as a particular day arrives, you realize you will only be able to staff for two infants.

- The **Max Count Adjustment** program allows you to lower your max number of infants for that day from 4 to 2.
- If more than 2 children have already reserved time for that day, the system **doesn't remove those reservations**; it simply doesn't allow you to keep overbooking.
- The **Court Slot Generator** cannot be used to reduce slots since it will skip blocks that have already

Hourly Reservations - Max Count Adjustment

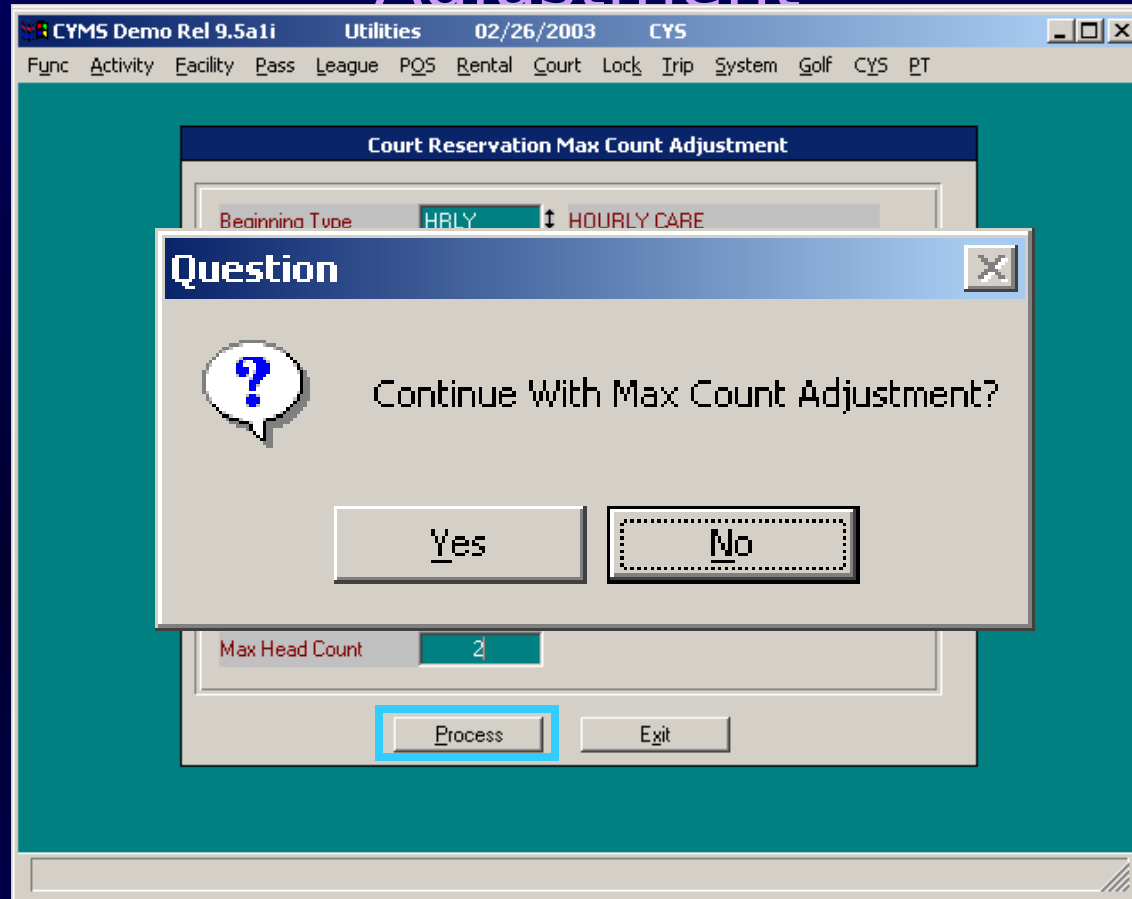
To find this program, go to:

Utilities – Court -- Court Max Count
Adjustment

Hourly Reservations - Max Count Adjustment

Enter the **Date** you wish to adjust slots on

Then click **Process**

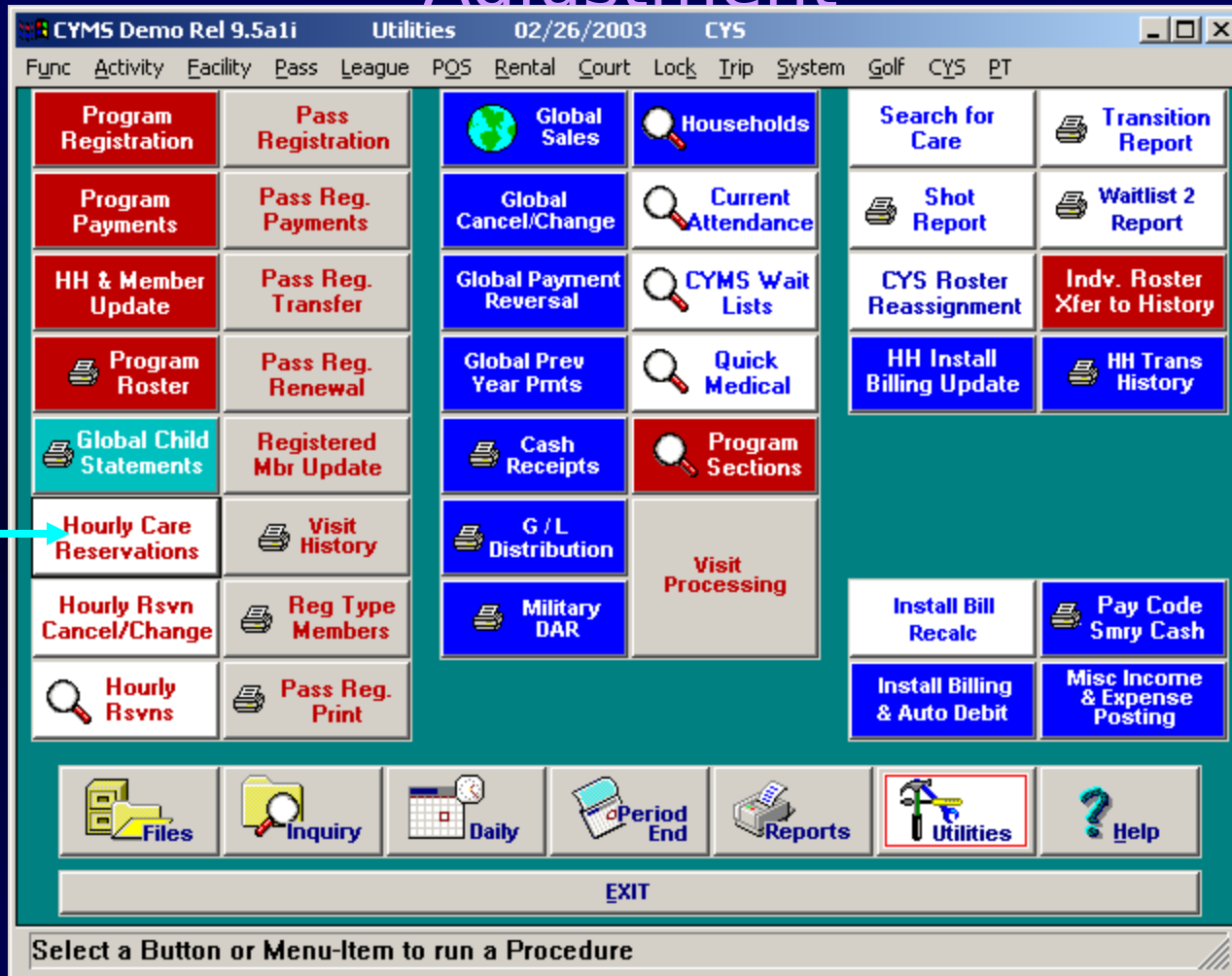


Type in the **number of slots** for that room for that day

And **Yes** to continue

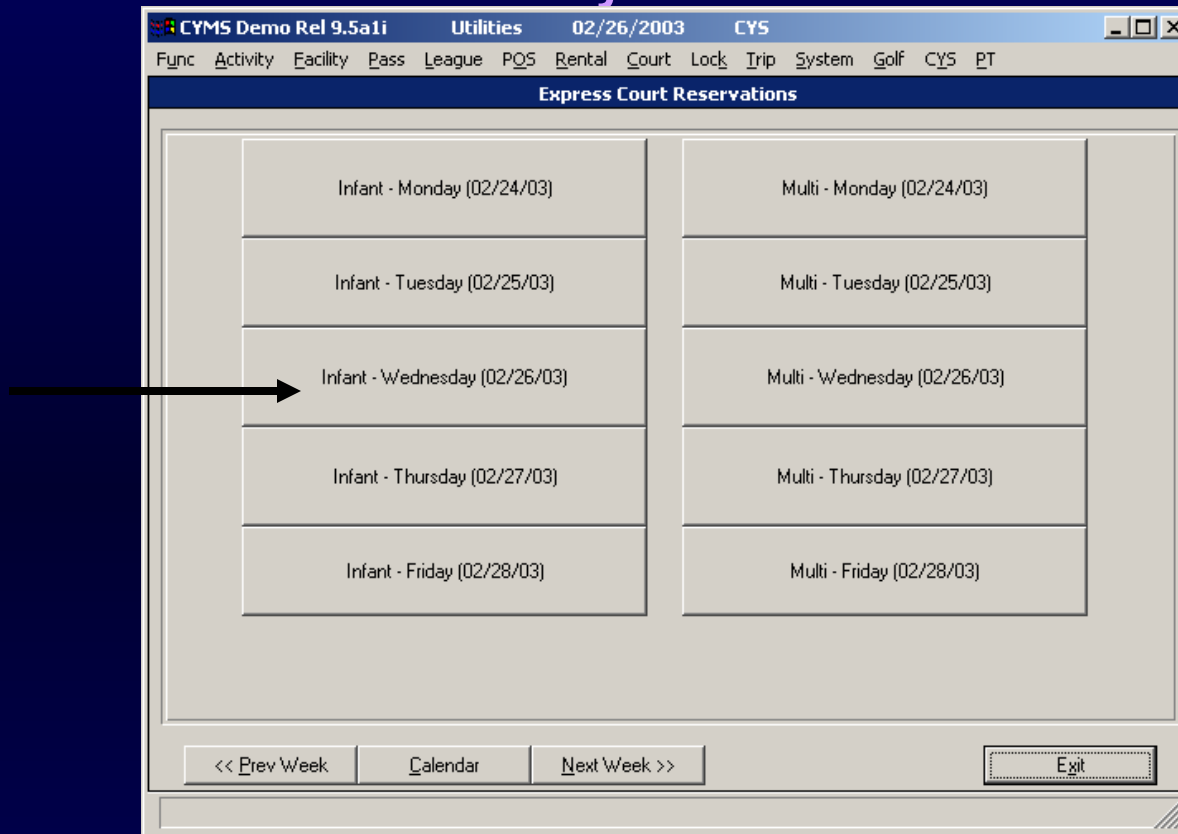
Right click for the **Beginning** and **Ending** room you wish to adjust slots on

Hourly Reservations - Max Count Adjustment



To verify that what you did worked,
click the **Hourly Care Reservations**
button

Hourly Reservations - Max Count Adjustment



Select the **room/day** you adjusted slots on

Hourly Reservations - Max Count Adjustment

The screenshot shows a software window titled 'CYMS Demo Rel 9.5a1i Utilities 02/26/2003 CYS'. The main area is titled 'Infant - Thursday (02/27/03)'. It contains a table of hourly slots and a 'Head Count' field.

Time	Activity	Count
06:30	Infants Hourly	1
06:45	Infants Hourly	1
07:00	Infants Hourly	1
07:15	Infants Hourly	1
07:30	Infants Hourly	1
07:45	Infants Hourly	1
08:00	Infants Hourly	1
08:15	Infants Hourly	1
08:30	Infants Hourly	1
08:45	Infants Hourly	2
09:00	Infants Hourly	2
09:15	Infants Hourly	2
09:30	Infants Hourly	2
09:45	Infants Hourly	2
10:00	Infants Hourly	2
10:15	Infants Hourly	2
10:30	Infants Hourly	2
10:45	Infants Hourly	2

Head Count: 1

Use Code: [dropdown]

Buttons: Reserve, Resy. & Back, << Add. Dates, << Back, Exit

Remember:
You **don't**
ever
change the
Head
Count !!!

Notice some slots say **1 slot** available and some say **2**. Only 1 is available since those time slots have **already been booked** by someone.

Max Count Adjustment – Key Points

1. Can be used to **increase or decrease** the number of slots you have available
2. Can only be used if **slots** have already been **created using the Court Slot Generator** --- it cannot be used in place of Court Slot Generator!